



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2770 SENIOR PERSONNEL ANALYST
MONTHLY SALARY: \$4943 to \$5980**

**#T2771 SUPERVISING PERSONNEL ANALYST
MONTHLY SALARY: \$5564 to \$6738**

***APPLICATION FILING PERIOD: FIRST DATE:** June 11, 2010

LAST DATE: June 30, 2010

Applicants are encouraged to apply online: <https://apps.sandiego.gov/pjaol/currijob/open.jsp>. Applications received later than 5:00 p.m. (PST) on the last date to apply will be rejected. Please apply promptly.

THE POSITIONS: Senior and Supervising Personnel Analysts conduct the more complex and/or sensitive Personnel Department projects and assignments. Senior Personnel Analysts, in a lead capacity and under the direction of a Supervising Personnel Analyst, may perform any of the duties and responsibilities described under "Qualifying Experience" below: coordinate, monitor, and review the work of other personnel analysts and/or sub-professional staff; conduct training; and perform the more complex/sensitive Personnel Department projects and assignments. Supervising Personnel Analysts, under the direction of a Deputy Personnel Director, provide training, instruction, coordination, and policy/procedure guidance, as well as overall supervision, to professional personnel analysts performing any of the duties and responsibilities described under "Qualifying Experience" below.

REQUIREMENTS: You must meet the following requirement(s) by the last date to apply, unless otherwise indicated.

- A. **EDUCATION:** You must submit proof of degree or completed course work with your application.
Bachelor's Degree or equivalent college education (i.e., minimum completed units = 120 semester/180 quarter).

-AND-

B. **EXPERIENCE:**

Senior Personnel Analyst: Three years of full-time experience performing as a primary duty, PROFESSIONAL LEVEL personnel work as described below. A minimum of one year of your qualifying experience must have been performed at a government agency (i.e., Federal, State, County, and/or City).

Supervising Personnel Analyst: Four years of full-time experience performing as a primary duty, PROFESSIONAL LEVEL personnel work as described below. A minimum of two years of your qualifying experience must have been performed at a government agency (i.e., Federal, State, County, and/or City).

QUALIFYING EXPERIENCE MUST INCLUDE PERFORMING THE FULL RANGE OF PROFESSIONAL LEVEL DUTIES RELATED TO AT LEAST ONE OF THE FOLLOWING FUNCTIONAL AREAS:

1. **Background/Equal Employment Opportunity Investigations:** Conduct comprehensive pre/post employment background investigations regarding medical and/or conviction histories; verify employment/education/training records; investigate complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, and sexual harassment/orientation.

2. **Classification and Salary/Compensation:** Conduct studies to allocate positions to appropriate classifications; create new classifications and corresponding compensation schedules.
3. **Exam Management:** Collect and analyze job data to validate appropriate employment standards and screening criteria; develop job-related selection instruments; review employment applications for required qualifications.
4. **Liaison/Outstation:** Provide official staff support to employees, assigned departments and unions regarding personnel-related issues, regulations, policies, and programs; provide consultation, guidance and training; interpret and enforce personnel rules and regulations.
5. **Recruiting:** Develop/implement comprehensive recruitment programs; promote civil service career opportunities and perform job counseling/recruitment outreach at job fairs and community meetings/events.

NOTES:

1. City of San Diego employees using Out-of-Class Assignment (OCA) professional personnel experience to qualify must submit written documentation signed by their supervisor/payroll specialist, detailing the work performed, dates, and total number of qualifying OCA hours. OCA experience without the required documentation will NOT be considered.
2. Additional qualifying professional personnel experience may be substituted for education lacked on a year-for-year basis. One year of qualifying experience equals one year (30 semester/45 quarter units) of college education.
3. A Master's degree in Personnel Administration, Industrial/Organizational Psychology, or a closely related field of study may be substituted for a maximum of one year of the required experience. It may NOT substitute for any of the required government agency experience.

*****IMPORTANT*****

THE FOLLOWING TYPES OF EXPERIENCE ARE NOT QUALIFYING:

- A. **Sub-Professional Experience** which includes assisting a professional level analyst to complete one or more of the qualifying duties specified on Pages 1 and 2.
- B. **Office Manager/Administrator Experience** which includes some corollary personnel-related duties.
- C. **Clerical Personnel/Human Resources Experience** which includes processing employment records as the primary responsibility.
- D. **Wholesale, Retail, and/or Restaurant Experience** as a Manager, Assistant Manager, or Supervisor which includes performing some corollary personnel-related duties.
- E. **Medical and Health Services Experience** as a Manager, Assistant Manager, or Supervisor which includes performing some corollary personnel-related duties.
- F. **Military Experience** which includes performing some corollary personnel-related duties, in addition to and in the course of performing military, command, and/or leadership functions.
- G. **ANY OTHER EXPERIENCE** that does NOT include performing the full range of professional level personnel duties as specified in "Qualifying Experience" on Pages 1 and 2.

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#T2771 SUPERVISING PERSONNEL ANALYST
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HOW TO APPLY: You must complete a STANDARD EMPLOYMENT APPLICATION for these positions by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc., you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form.
2. To show proof of any required degrees, certificates, licenses, etc., you must submit a copy of the documents in person or FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience and/or training. Only those applicants who clearly demonstrate meeting the specified requirements will be placed on the eligible list. Approved applications will be made available to the hiring department for review.

ELIGIBLE LIST: Separate eligible lists will be established for Senior Personnel Analyst and Supervising Personnel Analyst. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

The Personnel Department reserves the right to modify the selection process in accordance with the Personnel Rules and Regulations and accepted selection practices.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be rejected. Provide sufficient details as this information will be used to evaluate your qualifications related to the job. Describe your **education, training and/or experience** related to each question: indicate where the education, training, and/or experience was obtained (e.g., specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. Exclude clerical and administrative support duties; file management and retrieval; collection and compilation of information to be analyzed by another individual; and document preparation, word processing, copying, collating, etc. If you do not have any education, training, and/or experience in a requested area, write "NONE" for that particular question.

1. List the exam number and title of the positions listed below that you want to apply for.
#T2770 – Senior Personnel Analyst
#T2771 – Supervising Personnel Analyst

2. Describe your **BACKGROUND/EQUAL EMPLOYMENT OPPORTUNITY INVESTIGATIONS** experience including conducting comprehensive pre/post employment background investigations regarding medical and/or conviction histories; verifying employment/education/training records; and investigating complaints and charges of discrimination regarding age, disability, gender, national origin, race, religion, retaliation, and sexual harassment/orientation.
3. Describe your **CLASSIFICATION AND COMPENSATION/SALARY** experience including conducting studies to allocate positions to appropriate classifications; and creating new classifications and corresponding compensation schedules.
4. Describe your **EXAM MANAGEMENT** experience including collecting and analyzing job data to validate appropriate employment standards and screening criteria; developing job-related selection instruments; and reviewing employment applications for required qualifications.
5. Describe your **LIAISON AND OUTSTATION** experience including providing staff support and advice to employees, assigned departments and unions regarding personnel-related issues, regulations, policies, and programs; providing consultation, guidance and training; and interpreting and enforcing personnel rules and regulations.
6. Describe your **RECRUITING** experience including developing/implementing comprehensive recruitment programs; promoting civil service career opportunities; and performing job counseling/recruitment outreach at job fairs and community meetings/events.
7. Describe your **REPORT WRITING** experience including writing reports and/or preparing publications (e.g., summaries of research or investigative findings, job analyses reports, agency publications, etc.).
8. Briefly describe your experience leading/supervising/training professional personnel staff and/or support staff. Include the number of employees and their positions, and your level of authority.

*ALA/November 2, 2007/*Rev. 2 (06-11-10)/Classes 1650; 1927

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER